

Personnel



## THE USAF LOGISTICS AWARDS PROGRAM

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This instruction implements AFD 36-28, Awards and Decorations Program. It provides guidance and procedures for all of the Air Force logistics community's awards, ceremonies, and honors.

This publication requires the collecting or keeping information protected by the Privacy Act of 1974. Title 10, United States Code, Section 8013 authorizes collecting or keeping the records that this publication discusses. System of records notice F900 AF MP A applies.

### SUMMARY OF CHANGES

This version incorporates changes to the guidelines for developing nomination packages for all award categories and significantly changes requirements identified in the tables. Several new awards have been added to the Logistics Plans and Programs Awards. The General Thomas P. Gerrity and Honorable Dudley C. Sharp Awards were moved to a chapter of their own. Attachments have been rearranged to match the chapters.

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Supersedes AFI 36-2818, 24 May 1994.  
OPR: HQ USAF/LGXX (SMSgt Louis D. Leonard)

Certified by: HQ USAF/LGX ( Mr Joseph E. DeVecchio  
Pages 34/Distribution: F



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**Chapter 1****PROGRAM DEFINITION AND PURPOSE**

**1.1. Definition.** The Logistics Award Program recognizes individual and organizations within the logistics community for their outstanding contributions to the success of the Air Force and Department of Defense (DoD) logistics mission. Individual Air Force level award winners are eligible to wear the Air Force recognition ribbon (military) or pin (civilians).

**1.2. Purpose.** The logistics awards in this instruction aim to:

- Identify superior performance.

- Increase morale.
- Inspire the Air Force logistics community by commemorating the achievements of those for whom the awards are named.

NOTE: These awards do not apply to contractor personnel, units, or activities unless stated otherwise.

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## Chapter 2

### RESPONSIBILITIES

#### 2.1 HQ USAF/LG.

2.1.1. The Air Staff Logistics directorates (LGM, LGS, LGT, and LGX) oversee their own awards. Each office:

- Develops the award criteria.
- Manages the awards program.
- Sets up and chairs the selection panel.
- Notifies the MAJCOM, FOA, DRU, ANG and AFRES of its decisions.
- Presents the awards at an annual conference or ceremony.

#### 2.2. MAJCOM, FOA, DRU, ANG and AFRES.

2.2.1. The Air Force encourages each MAJCOM, FOA, and DRU, as well as the ANG and AFRES to set their own awards program to recognize deserving personnel and units.

2.2.2. After the Air Staff officially notifies these organizations of winners, the organizations:

- Give the winners maximum publicity.
- Also recognize competitors who did not win awards for their achievement.

#### 2.3. Unit.

2.3.1. Units or commands pay for personnel to travel to award ceremonies.

2.3.2. Units possessing a revolving trophy:

- Pay for the engraving of the trophy.
- Return the trophy to the appropriate HQ Air Staff directorate.

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## Chapter 3

### NOMINATION PROCEDURES

**3.1. Nomination Packages.** Directorates submitting nominations send an original nomination package with four copies through the appropriate chain of command. **EXCEPTION:** A directorates' specific nomination requirements always take precedence.

**3.2. Restrictions.** These restrictions apply to all award nominations:

- No nominations that threaten classified information.
- No nominations of deceased members.
- No award to the same unit twice in a row.

**EXCEPTION:** A directorate's specific nomination requirements always take precedence.

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## Chapter 4

### DEPUTY CHIEF OF STAFF LOGISTICS (LG) AWARDS

**4.1. Purpose.** The Annual General Thomas P. Gerrity and Honorable Dudley C. Sharp logistics awards recognize individuals and units for outstanding contributions to logistics operations and management, and contribute to the success of logistics operations worldwide.

**4.2. Nomination Criteria.** Prepare each nomination package:

4.2.1. Write a transmittal letter that includes:

- Individuals Full Name, Rank, Phone Number
- Supervisors Name, Rank, Phone Number
- Message address
- Mailing address
- MAJCOM
- Unit
- Phone Number
- Point of Contact for the award

**NOTE:** If member submitted for award is rotating to another organization/command, include the gaining units local and message address, and telephone numbers, if known.

4.2.2. Write a narrative that includes the specific nomination criteria listed in table 4.1 and table 4.2. Narrative will be typed, no smaller than 10 pitch or larger than 12 pitch, and must be a New Times Roman type font not to exceed two pages. Citation will be **Unclassified**, double spaced between major bullets (per attached sample for each award).

4.2.3. Write a one-page data sheet. See format at Attachment 2.

4.2.4. Write a citation which will accompany each award that is:

- Unclassified.
- Typed. 10 or 12 Pitch, New Times Roman (or equivalent) Font
- Fully Justified Paragraph
- Double-spaced, with 1-inch borders.
- Use the following opening and closing sentences for the individual logistics awards:  
**Open with** - (Grade, name, organization) is the winner of the (General Thomas P. Gerrity Award for Logistics Management) or (Dudley C. Sharp Award) for 199X.  
**Close with** - (Grade, name, organization) has demonstrated professionalism and dedication in the performance of outstanding service to the logistics community.
- Use the following opening and closing sentences for the General Thomas P. Gerrity Unit Award:  
**Open with** - (Organization, installation, and MAJCOM) has been selected to receive the General Thomas P. Gerrity Logistics Award for 199X  
**Close with** - The men and women of the (Unit Designation) displayed professionalism and commitment to excellence in performing outstanding service to the logistics community.

4.2.5. Forward a single hard copy of the nomination package accompanied by a floppy disk containing the award. nomination, citation, and personal data sheet. Format can be Word 6.0 or ASCII Text file format. Do not submit photographs with the awards nomination. Photographs have been eliminated as a requirement.

4.2.6. See tables 4.1 and 4.2.

**Table 4.1. General Thomas P. Gerrity Memorial Award for Logistics Management**  
**General Thomas P. Gerrity Logistics Award.**

Award	Sponsor and Purpose	Who May Nominate?	Who is Eligible?	Period of Award and When to Submit	Nomination Package * = Applies to Memorial Award Only ** = Applies to Logistics Award Only	Selection Process	Notification and Presentation
The Thomas P. Gerrity Memorial Award for Logistics Management  (Individual)	The AFA sponsors this award set up in 1967 to recognize an individual who has made an outstanding contribution to Air Force logistics management	The MAJCOM, FOA, and each DCS, ACS, or comparable office at HQ USAF.	USAF field grade officers and civilian equivalents (GS or GM -13 through GS or GM-15).	<ul style="list-style-type: none"> <li>● Preceding Year (1 January through 31 December). The actual award will reflect the current year.</li> <li>● Send nominations by: 15 March to:  HQ USAF/LGXX 1030 Air Force Pentagon Washington , DC 20330-1030.</li> </ul>	<ul style="list-style-type: none"> <li>● Double Spacing will be used between Major bullets,. However, use single spacing throughout a major bullet. See Atchs 2 &amp; 3.</li> </ul> <p style="text-align: center;">CRITERIA</p> <ul style="list-style-type: none"> <li>● * Listing specific accomplishments of the individual and their impact on management improvements and organizational objectives.</li> <li>● ** Listing specific achievements of the organization and impact on management improvements and unit objectives.</li> </ul>	The awards committee evaluates and recommends the top two candidates to DCS/LG, who, upon review and concurrence, sends the recommendations to AFA for final selection.	<ul style="list-style-type: none"> <li>● The AFA notifies the recipient and furnishes a press release to Air Force public affairs offices and other news media.</li> <li>● The AFA organizes an annual fall meeting and banquet, arranges public affairs, invites AF/LG/LGX to attend and presents the award to the winner.</li> </ul>
The General Thomas P. Gerrity Logistics Award. (Unit)	Established by HQ USAF in 1967 to recognize superior performance by a unit for logistics support of the Air Force mission. A bronze plaque is given to the unit along with a citation.	MAJCOMs and each DCS, ACS, or comparable office at HQ USAF.	<ul style="list-style-type: none"> <li>● All units below MAJCOM to include FOAs, and AFMC Centers.</li> <li>● The unit level awards encompass all the logistics functions within the Wing (Logistics Plans, Maintenance, Supply, Transportation, Contracting) .</li> <li>● For the ARC, this includes all the logistics functions listed above within the ARC unit.</li> </ul>		<ul style="list-style-type: none"> <li>● Describe the significance of the management effort in terms of the resources managed.</li> <li>● Describe the impact of the achievements on other aspects of the Air Force mission.</li> <li>● State new policies or procedures of the nominee that significantly contributed to logistics management or support.</li> <li>● State new policies or procedures of the nominee that resulted in substantial financial gain or savings.</li> <li>● * Discussing the leadership and management qualities displayed.</li> <li>● ** Cite special awards or citations for specific accomplishments in functional area at various command levels.</li> </ul>	The awards committee evaluates and recommends the top two units to DCS/LG, who, upon review and concurrence selects the winner.	<ul style="list-style-type: none"> <li>● The AF/LG notifies the nominated unit, MAJCOMs, and FOAs and instructs the Air Force Office of Public Affairs to prepare a press release.</li> <li>● The AF/LG sends the award presentation package to the appropriate MAJCOM/FOA LG, or comparable office, which presents the award to the winning organization at an appropriate ceremony.</li> </ul>

**Table 4.2. Honorable Dudley C. Sharp Award.**

Sponsor and Purpose	Who May Nominate?	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation
<ul style="list-style-type: none"> <li>DCS/LG is the sponsor of this award.</li> <li>Honors the Honorable Dudley C. Sharp's outstanding service and dedication to the Air Force and to the nation.</li> <li>The Air Force recognizes an individual who has substantially improved (or shows promise of improving) the operational cost effectiveness of the Air Force. This achievement must affect many logistics units or lead to multi-million dollar cost savings.</li> </ul>	<p>These organizations may make one nomination:</p> <ul style="list-style-type: none"> <li>HQ USAF/LG</li> <li>MAJCOM</li> <li>HQ AFMC can nominate one logistics Center.</li> <li>HQ AFMC, which nominates an individual at other than logistics centers.</li> <li>Each FOA</li> </ul> <p>HQ USAF/LG, can nominate an individual attached to any other organization of the Federal Government, such as executive agencies, MTMC, Office of the Secretary of Defense agencies, such as DLA.</p>	<p>The nominee must be a civilian or military member of the US Air Force engaged in some phase of logistics. The Secretary, Under Secretary, and Assistant Secretaries of the Air Force, the Air Force Chief of Staff, Vice Chief of Staff, and Assistant Vice Chief of Staff are ineligible.</p>	<ul style="list-style-type: none"> <li>For the preceding year (1 January through 31 December) . The award will reflect the current year.</li> <li>Send nominations by 15 April to: HQ USAF/LGXX 1030 Air Force Pentagon Washington , DC 20330-1030</li> <li>Prepare the nomination package by: Using a maximum of two pages of bullet statements. Double Spacing will be used between Major bullets,. However, use single spacing throughout a major bullet. See Atch 4</li> <li>Specific criteria to be addressed in nomination are indicated as five major bullets in Para 2 of Atch 4</li> </ul>	<p>AF/LG is the Chair for this award.</p> <p>The awards committee is made up of AF/LGM, LGS, LGT, and LGX who evaluate and recommend the top two nominees to AF/LG for final Selection.</p>	<p>AF/LG notifies the award winner and MAJCOMs of the selection.</p> <p>The winner receives a certificate signed by AF/LG, citation to accompany the award, and a likeness of the Honorable Dudley C. Sharp contained in a crystal trophy.</p>	<p>AF/LG forwards the plaque, citation, and certificate to the winners MAJCOM/FOA LG or equivalent for presentation at an appropriate ceremony.</p>

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## Chapter 5

### DIRECTORATE OF MAINTENANCE (LGM) AWARDS

**5.1. Purpose.** These annual maintenance awards recognize units and individuals that contribute to the Air Force equipment maintenance program.

**5.2. Nomination Criteria.** Prepare each nomination package as follows:

- 5.2.1. Submit one copy only.
- 5.2.2. Use single-spaced bullet statements of no more than five lines each.
- 5.2.3. Double-space between major bullet items, single space between subpoints.
- 5.2.4. Leave at least one-inch margins on all sides (text only).
- 5.2.5. Use white paper enclosed in non-glare document protectors with no holes or staples.
- 5.2.6. Use Times New Roman font, 12 points in size.
- 5.2.7. Use boldface font only for headings.
- 5.2.8. Do not send copies of inspection reports or similar supportive material.
- 5.2.9. Only one letter of transmittal is required. The MAJCOM OPR will draft one letter that lists all submissions, including category, name (if appropriate) and unit of assignment. The letter will be signed, at a minimum, by an O-6 or civilian equivalent.
- 5.2.10. Only one nomination per MAJCOM per category is allowed.
- 5.2.11. Use of the AF Form 1206 is required.
- 5.2.12. Citation will be in landscape format. Text will be single spaced. (Ref: AFI 36-2805) All other pages will be in portrait format.
- 5.2.13. See tables 5.1 through 5.6.

**5.3. Restrictions.** Individuals submitted for the Lt Gen Leo Marquez (Communications-Electronics Maintenance) Technician of the year cannot have been submitted for any of the Command, Control, Communications and Computers Professionalism Awards.

**Table 5.1. Annual Unit Air Force Maintenance Awards.**

Award Categories	Sponsor and Purpose	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
Clements Daedalian Maintenance Trophy McMullen Weapon System Trophy (Daedalian Trophy)	The Order of Daedalians recognizes the unit that has best met the objective of providing safe, serviceable and available equipment for sustained use in peace, contingency, and war.	<ul style="list-style-type: none"> <li>Units who have on- and off-equipment capability and aircraft assigned. Units submitted for this award cannot be submitted simultaneously for the Maintenance Effectiveness Award.</li> </ul> <p>EXAMPLE: If the 18th Wing competes for the Daedalian the 18th Wing is ineligible to compete for the MEA. However, organizations under the 18th Wing (i.e. 18th MS, 18th CRS, 18th CS, etc.) may compete within their appropriate category (see table 5.3) for the MEA.</p> <ul style="list-style-type: none"> <li>Units with Associate Reserves -- include the Associate Reserve unit's contributions in their nominations.</li> </ul>	<ul style="list-style-type: none"> <li>Fiscal Year</li> <li>Send nominations by 1 December to:  HQ USAF/LGMM 1030 Air Force Pentagon Washington DC 20330-1030</li> </ul>	<ul style="list-style-type: none"> <li>An AF/LGM evaluation team reviews all nominations and visits the bases of three or more finalists.</li> <li>The team observes the integration of maintenance with the total wing mission.</li> <li>The unit sets the itinerary to include all maintenance areas as well as related areas in logistics, operations, dormitories, and so forth.</li> <li>AF/LG approves the winners.</li> </ul>	AF/LG notifies the MAJCOMs by message.	<ul style="list-style-type: none"> <li>AF/LGMM sends permanent trophies/ plaques to the MAJCOMs for appropriate presentation to the winner and runners-up.</li> <li>The traveling trophy is a large silver cup provided by the Order of Daedalians.</li> <li>The MAJCOM arranges for the presentation of the traveling Daedalian trophy by direct correspondence to: Order of Daedalians, Building 676, Randolph AFB TX 78150.</li> <li>The winning unit engraves the traveling trophy, holds it for one year and then forwards it to the next winner insured for \$3500 during shipment.</li> <li>The winner also builds a commemorative wall display shown in the Pentagon for one year. The display should be 4' x 8' x 1/2". Items on the display may extend up to 2" above the surface.</li> </ul>



Table 5.1. Continued.

Award Categories	Sponsor and Purpose	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation and Display
The Maintenance Effectiveness Awards (MEAs)	AF/LGM presents the MEAs to recognize those maintenance units which have best managed their resources.	<ul style="list-style-type: none"> <li>• Military, civil service and contractor-supported units below wing level may compete in one of the categories shown in Table 5.3.</li> <li>• Depot categories are limited to AFMC and AIA units.</li> <li>• Management and staff functions are excluded.</li> <li>• Divisions and flights cannot compete independently except as noted in Table 5.3.</li> <li>• Reorganizing squadrons may compete in either their old or new category, and include all their accomplishments.</li> </ul>	<ul style="list-style-type: none"> <li>• Fiscal Year</li> <li>• Send nominations by 15 November to: HQ USAF/LGMM 1030 Air Force Pentagon Washington DC 20330-1030</li> </ul>	<ul style="list-style-type: none"> <li>• AF/LGMM chairs a board of MAJCOM field grade maintenance officers, civilians and SNCOs, ensuring all appropriate maintenance disciplines are represented.</li> <li>• The MAJCOMs rotate the duty of hosting the board.</li> <li>• The board may decline to make an award in a particular category if the quality of the nomination packages warrants.</li> <li>• AF/LG approves the winners.</li> </ul>	AF/LG notifies the MAJCOMs by message.	AF/LGM sends plaques/trophies to the winning MAJCOMs for appropriate presentation.
The Secretary of Defense Maintenance Awards and Phoenix Trophy	The American Defense Preparedness Association sponsors these awards to recognize outstanding maintenance throughout the DoD.	<ul style="list-style-type: none"> <li>• Daedalian finalists and MEA winners below the depot level may compete in these three categories based on the number of people authorized:  Small - less than 300. Medium - 300 to 999. Large - 1000 or more.</li> <li>• The DoD makes two awards in each category. The best of these six winners receives the Phoenix Trophy.</li> </ul>	AF/LGMM forwards nominations to DoD by 15 March	<ul style="list-style-type: none"> <li>• AF/LGM selects nominees from among the MEA winners and Daedalian finalists.</li> <li>• The DoD Maintenance Policy Council evaluates all nominations and may visit the top three installation contenders for the Phoenix Trophy.</li> <li>• The Deputy Under-secretary of Defense (Logistics) (DUSD(L)) approves the awards.</li> </ul>	<ul style="list-style-type: none"> <li>• DoD announces the winners to the service chiefs.</li> <li>• AF/LG congratulates any AF winners by MAJCOM and unit.</li> <li>• AF/LGMM advises the winners of all presentation arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>• The DUSD(L) presents bronze plaques at a ceremony in the Pentagon.</li> <li>• The Phoenix winner is engraved on the bronze Phoenix statue displayed in the Pentagon.</li> <li>• Each winning unit provides a selection of color photos showing maintenance in action for display in the DUSD(L)'s hallway.</li> </ul>

Table 5.2. Unit Maintenance Awards Administrative Rules.

Cover	Nomination Elements and Page Limits	Citation Opening and Closing Statements	Photo Requirement
<ul style="list-style-type: none"> <li>● Plain 1-inch, three-ring binder. Units may individualize the cover but should keep it inexpensive.</li> <li>● For all submissions, use white stick-on label on side of binder to indicate category (if appropriate), unit, wing, MAJCOM, and MAJCOM point of contact with phone number (DSN and commercial).</li> </ul>	<ul style="list-style-type: none"> <li>● Daedalian Trophy may not exceed 27 pages.</li> <li>● MEA may not exceed 20 pages.</li> <li>● Units may deviate from the page totals shown for subsection , but may not exceed overall page total.</li> </ul> <p><b>Table of Contents</b> (one page)</p> <p><b>Citation</b> (one page) Ref: AFI 36-2805</p> <p><b>Executive Summary</b> highlighting the year's activities in narrative (one page)</p> <p><b>General Information</b></p> <ul style="list-style-type: none"> <li>● Mission statement (narrative or bullet format) (one page)</li> <li>● Key personnel (one page)</li> <li>● Description of primary assigned weapon system (bullet format -- one page)</li> </ul> <p><b>Statistical Data</b> (four pages total)</p> <ul style="list-style-type: none"> <li>● Significant performance indicators such as flying hours allocated and flown, equipment up-time rates and percentages, production rates, and so on.</li> <li>● Total personnel authorized and assigned by skill level as of 30 September (do not break out by AFSC or squadron) showing totals in each column.</li> <li>● Total funds budgeted and allocated for the fiscal year for the maintenance portion of the organization.</li> <li>● Safety statistics including ground, industrial, and maintenance-related weapon system mishaps.</li> </ul> <p><b>Accomplishments:</b> Describe unit accomplishments such as weapons system performance, operational deployments, local and higher headquarters exercises/inspections, special programs such as time compliance technical order kit proofing, technical order reviews, suggestion programs, AFTO Form 135Source, Maintenance, and Recoverability Code Change Requests.</p> <p><b>Effective Use of Maintenance Resources:</b> Describe unique actions the unit has taken to maximize equipment repair capability and promote effective use of maintenance resources. Consider including increased unit self-sufficiency, cost reduction efforts, improved management and control of Air Force assets, etc. Address environmental compliance, hazardous material substitution, pollution prevention, approved suggestions, direct operations and maintenance cost savings, and energy conservation in this paragraph.</p> <p><b>Innovative Management Actions:</b> Describe unique quality actions taken within the unit to improve mission capability, work environment, and support to personnel and community. Consider self-help programs, unique safety programs, training programs, unique communications programs, community or humanitarian project, etc.</p> <p><b>Other information:</b> Include any other pertinent information.</p>	<p><b>Opening:</b> "The (unit name) has distinguished itself by accomplishing superior (aircraft, munitions, missile, or communications-electronics) maintenance during the period 1 October (year) through 30 September (year)."</p> <p><b>Closing:</b> "The professionalism and commitment to excellence demonstrated by the men and women of the (unit) reflect great credit upon themselves, (MAJCOM), and the United States Air Force."</p>	<ul style="list-style-type: none"> <li>● Include photos in narrative as appropriate to illustrate text.</li> <li>● Label all pictures including name and rank of people shown, and fully describe the action taking place.</li> <li>● Pictures count in the page total.</li> </ul>

**NOTE:** Units and MAJCOMs must screen all submissions for classified data -- **DO NOT SUBMIT ANY CLASSIFIED DATA!**

**Table 5.3. Maintenance Effectiveness Award Categories.**

	CATEGORY	TYPES OF UNITS
1	Missile Maintenance Squadron	MS
2	Aircraft Generation Squadron (AGS)	AGS, Sortie Generation Squadrons
3	Maintenance Squadron	Maintenance, Equipment Maintenance, and Component Repair Squadrons
4	Rotary Wing Aircraft Maintenance	Units supporting helicopters
5	Small Aircraft Maintenance	A-10, F-15, F-16, F-22, F-117, T-37, T-38, and so forth.
6	Medium Aircraft Maintenance	C-9, C-130, FB-111, KC-135, T-43, and so forth.
7	Large Aircraft Maintenance	B-1, B-2, B-52, C-5, C-17, C-141, E-3, KC-10 and so forth.
8	Consolidated Aircraft Maintenance Squadron (CAMS)	CAMS; air rescue, test, drone, airlift support, fighter interceptor, and special operations squadrons; civilian service and contractor activities.
9	Logistics Support	LSS
10	Munitions Maintenance	Units maintaining, storing, issuing, or inspecting air intercept and air-to-ground munitions of ICBMs.
11	Communications-Electronics (Large)	Units with more than 76 <b>maintenance</b> people authorized.
12	Communications-Electronics (Medium)	Units with 26-75 or fewer maintenance people authorized.
13	Communications -Electronics (Small)	Units with 1 to 25 maintenance people authorized
14	Large Depot	Depots with more than 300 people authorized.
15	Small Depot	Depots with 300 or fewer people authorized.

**NOTE:** Where an MDS is shown, that category applies to all variants of that MDS. Due to variations in organizational structure, roles and missions, MAJCOM's are authorized to submit a unit in the category that best fits the unit's structure and mission. However, MAJCOM's can submit a unit only once, and can submit only one unit in each category. Further, independent organizations must compete in the appropriate category. For example, the 89CS and 789CS must compete as squadrons, not as the 89CG.

**Table 5.4. Annual Individual Air Force Maintenance Awards (See Note).**

<b>Award Categories</b>	<b>Sponsor and Purpose</b>	<b>Who is Eligible?</b>	<b>Period of Award and When to Submit</b>	<b>Selection Process</b>	<b>Notification</b>	<b>Presentation and Display</b>	<b>Photo Requirements</b>
The General Lew Allen, Jr., Trophy (The Lew Allen Awards)	The CSAF recognizes officers and Senior NCOs directly involved in sortie generation.	Base-level officers and NCOs in maintenance, or an allied logistics field directly involved in sortie generation.	<ul style="list-style-type: none"> <li>1 June through 31 May, with the final submission due by 1 Aug.</li> <li>Send nominations to: HQ USAF/LGMM 1030 Air Force Pentagon Washington DC 20330-1030</li> </ul>	An evaluation board of AF/LG field grade officers and SNCOs reviews the nominations and recommends winners to CSAF.	AF/LG announces the winners by message to the MAJCOMs.	CSAF presents a bronze replica of the Lew Allen statue to each winner at a ceremony in the Pentagon.	See note
The Lieutenant General Leo Marquez Awards (The Marquez Awards)	HQ USAF/LG recognizes maintenance operations in all areas listed in table 5.6.	Military and civil service maintenance personnel.	<ul style="list-style-type: none"> <li>Calendar Year</li> <li>Send nominations by 1 February to:  HQ USAF/LGMM 1030 Air Force Pentagon Washington DC 20330-1030</li> </ul>	The AF/LGMM board recommends winners to AF/LG.	AF/LGM notifies MAJCOMs of the winners by message.	AF/LGM provides plaques and certificates signed by the AF/LG to the MAJCOMs for presentation.	See note
The Air Force Crew Chief of the Year Award	AFA recognizes the crew chief's contribution to the Air Force operational mission.	Military and civil service aircraft crew chiefs, regardless of AFSC.	<ul style="list-style-type: none"> <li>1 April through 31 March</li> <li>Submit nominations by 15 April to:  HQ USAF/LGMM 1030 Air Force Pentagon Washington DC 20330-1030</li> </ul>	A board of AF/LGM field grade officers and SNCOs selects the winner for CSAF approval.	<ul style="list-style-type: none"> <li>AF/LG notifies AFA and MAJCOMs of winner.</li> <li>The Chief Master Sergeant of the Air Force notifies the winner of presentation arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>The AFA presents award at its National Convention held in September in Washington DC.</li> <li>The winner's name is added to the wall plaque displayed in the Pentagon.</li> </ul>	<ul style="list-style-type: none"> <li>5 color photos of the nominee in utility uniform or civilian work attire for possible publication in "Air Force" magazine.</li> <li>1 photo will be of the nominee's head and shoulders without hat.</li> <li>4 photos will be action shots of the nominee at work.</li> </ul>

**NOTE :** All award winners wear the Air Force Recognition ribbon or pin. The message announcing the winners authorizes the winners to wear the ribbon or pin. Winners put a copy of the award in their records. MAJCOM will submit one color 8x10 inch photo of the nominee in service dress without hat, or in civilian attire to HQ USAF/LGMM NLT 60 days after formal announcement of award winners.

Table 5.5. Individual Maintenance Awards Administrative Rules.

Award Categories	Cover	Biography	Narrative	Citation Opening and Closing Statements
The Lew Allen Awards for Officer and Senior NCO	Plain two-pocket blue folder, with nominee's: - last name and rank, - category of submission, - unit of assignment and MAJCOM, - MAJCOM POC and phone number on a plain white label in the front upper left corner.	One page of prose narrative, no bullets. See AFI 36-2818	Use the following headings for all three awards (Allen, Marquez, Crew Chief): - <b>Sustained Job Performance</b> - <b>Job Efficiency and Results</b> - <b>Job Knowledge</b> - <b>Direct Sortie Generation Involvement</b> (optional for Marquez, mandatory for Crew Chief of the Year and Lew Allen. - <b>Other Considerations</b>  ● Two pages, bullet format.  ● Use AF Form 1206 , <i>Nomination for Award</i> .  ● State the nominee's rank, name, unit, MAJCOM, and the exact award category in first bullet.	Opening: (rank and name) has been selected to receive the General Lew Allen, Jr., Trophy for (year) in recognition of (his/her) outstanding contributions to sortie generation while assigned as (duty title, unit, base).  Closing: The outstanding contributions of (rank and name) reflect credit upon (him/herself, MAJCOM), and the United States Air Force.
The Marquez Awards				Opening: (rank and name) has been selected to receive the Lieutenant General Leo Marquez Award as the outstanding (maintenance discipline and category ) of (year).  Closing: The outstanding contributions of (grade and name) reflect credit upon (him/herself, MAJCOM) and the United States Air Force.
The Air Force Crew Chief of the Year			Include assigned aircraft MDS in first bullet for Crew Chief of the Year Award only.	Opening: (rank and name) has been selected as the Air Force Crew Chief of (year) in recognition of (his/her) outstanding contributions while assigned as a (MDS) crew chief at (unit).  Closing: The outstanding contributions of (grade and name) in a demanding mission support role reflect credit upon (him or herself, MAJCOM) and the United States Air Force.

Table 5.6. Marquez Award Categories.

	<b>Outstanding Aircraft Maintenance Person of the Year</b>	<b>Outstanding Munitions Maintenance Person of the Year</b>	<b>Outstanding Missile Maintenance Person of the Year</b>	<b>Outstanding Communications- Electronics Maintenance Person of the Year</b>
Field Grade Manager	Major - Colonel	Major - Colonel	Major - Colonel	Major - Colonel
Company Grade Manager	2nd Lt - Capt	2nd Lt - Capt	2nd Lt - Capt	2nd Lt - Capt
Supervisor-Manager	MSgt - CMSgt	MSgt - CMSgt	MSgt - CMSgt	MSgt - CMSgt
Technician-Supervisor	SSgt - TSgt	SSgt - TSgt	SSgt - TSgt	SSgt - TSgt
Technician	SrA and below	SrA and below	SrA and below	SrA and below
Civilian Manager	GS/GM/WS	GS/GM/WS	GS/GM/WS	GS/GM/WS
Civilian Technician	GS/WG/WL	GS/WG/WL	GS/WG/WL	GS/WG/WL

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## Chapter 6

### DIRECTORATE OF SUPPLY (LGS) AWARDS

**6.1. Purpose.** These annual supply awards recognize and promote maximum supply effectiveness and conservation of energy.

**6.2 Nomination Criteria.** Prepare each nomination package:

6.2.1. Limit the nomination to one typed, single-spaced AF Form 1206. Enter "Outstanding Supply/Fuels Personnel of the Year" in the first block of the AF Form 1206 and the specific category in the second block i.e. "Senior Manager". Abbreviated categories are acceptable.

6.2.2. List the nominee's achievements in performance of duties and contributions towards improving supply/fuels operations:

6.2.3. See table 6.1 for specific awards.

Table 6.1. Annual Unit Air Force Supply Awards.

Award Categories	Sponsor and Purpose	Who May Nominate.	Who is Eligible.	Period of Award and When to Submit	Selection Process	Notification	Presentation	Photo Requirement
American Petroleum Institute (API) Trophy Award	The API recognizes excellence in base fuels management.	Each MAJCOM, ANG, and USAFR may nominate one BFMO.	<ul style="list-style-type: none"> <li>● All Air Force BFMO that support flying missions.</li> <li>● BFMOs that receive less than satisfactory ratings in operational or other similar command inspections during the evaluation period are not eligible.</li> <li>● The previous year's winner is ineligible.</li> </ul>	<ul style="list-style-type: none"> <li>● 1 July through 30 June</li> <li>● Send nominations by 10 September to:  HQ USAF/LGSP 1030 Air Force Pentagon Washington DC 20330-1030</li> </ul>	<ul style="list-style-type: none"> <li>● HQ USAF/LGSP evaluates the nomination packages and selects the top two finalists from the MAJCOM nominees.</li> <li>● A team from HQ USAF/LGSP conducts an on-site evaluation (using the guide in <b>Attachment 2</b>) to choose a winner.</li> </ul>	AF/LG notifies the MAJCOM by message.	API presents the award at a formal award ceremony.	<ul style="list-style-type: none"> <li>● Brochure is limited to 25 pages (8 1/2 by 11 inches), to include a one-page summary of achievement and supportive graphics.</li> <li>● A maximum of 25 color photographs</li> <li>● Submit the nomination brochure in a standard three-ring binder.</li> </ul>
Federal Energy Water Management Awards	DoE promotes conservation, the efficient use of energy and water, and the use of renewable energy sources.	MAJCOMs and FOA's.	<ul style="list-style-type: none"> <li>● All Air Force officers, airmen, and civilians (regardless of career field).</li> <li>● Organizations may be a flight, squadron, group, wing or entire base.</li> </ul>	<ul style="list-style-type: none"> <li>● Preceding Fiscal Year</li> <li>● Send nominations IAW nomination call to:  HQ USAF/LGS 1030 Air Force Pentagon Washington DC 20330-1030</li> </ul>	The HQ USAF/LGS Awards Board recommends the nominees (approved by AF/LG) for submission through OSD to DoE for final selection.	<ul style="list-style-type: none"> <li>● DoE notifies the recipient.</li> <li>● The AF/LG notifies MAJCOM by message.</li> </ul>	The DoE presents the award at the Annual Fall Ceremony.	None.
Outstanding Supply and Fuels Personnel Award	HQ USAF/LGS recognizes outstanding contributions toward improving supply and fuels operations.	MAJCOM, FOA, Unified or Joint Command or other Government Agencies.	USAF personnel enlisted and officer in the supply and fuels AFSC.	<ul style="list-style-type: none"> <li>● 1 July through 30 June</li> <li>● Send nominations by 15 September to:  HQ USAF/LGS</li> </ul>	The HQ USAF/LGS Awards Board.	The AF/LG notifies the MAJCOM, FOA, or Joint Command by message.	The AF/LGS presents awards at the Annual Fall Ceremony.	None.

Table 6.1. Continued.

Award Categories	Sponsor and Purpose	Who May Nominate.	Who is Eligible.	Period of Award and When to Submit	Selection Process	Notification	Presentation	
Air Force Supply Effectiveness Award  • Non-aircraft and Missile • Satellite	HQ USAF/LGS recognizes outstanding SBSS supply support performance by a non-flying organization and a satellite.	Any MAJCOM and FOAs with an eligible organization (an SBSS satellite supply organization or SBSS supply organization supporting a non-flying mission) listed in the US Air Force Program Document.	Any MAJCOM or FOA including contractor operated supply organization. The current winner is ineligible during the following year.	• 1 October through 30 September  • Send nominations by 15 January to:  HQ USAF/LGS 1030 Air Force Pentagon Washington DC 20330-1030	The HQ USAF/LGS review board evaluates the nomination package and selects one nominee for final AF/LG approval.	AF/LG notifies the MAJCOM or FOA of the selection.	HQ USAF/LGSP provides trophies for winners. MAJCOMs and their winning units arrange for trophy presentation.	None.
The Daedalian Major General Warren R. Carter Supply Effectiveness Award	HQ USAF/LGS promotes supply effectiveness.	MAJCOM	Any MAJCOM or FOA including contractor operated organization or supporting flying missions. The current winner is ineligible.	• 1 October through 30 September  • Send nominations by 15 January to:  HQ USAF/LGS	HQ USAF/LGS Awards Boards .	AF/LG notifies the MAJCOM and unit of the selection.	The previous year's winner coordinates with the current winning unit and MAJCOM to arrange movement of the Daedalian "traveling" trophy to the new winner. HQ USAF/LGSP provides winner and runners-up trophies for permanent display.	HQ USAF/LGSP coordinates with the Order of Daedalians, Randolph AFB TX to ensure they are represented at award presentation. Maximum publicity is appropriate.



**Table 6.2. Outstanding Supply and Fuels Personnel Awards.**

Award Categories	Who May Nominate?	Who is Eligible?	Period of Award and When to Submit	Selection Process	Presentation
Staff Supply Officer of the Year (Any supply officer at a MAJCOM, FOA, Unified or Joint Commands and other government agencies (Note 3))	Submit all nominations under a single cover letter. Electronic submission is authorized.	Each MAJCOM, FOA, Unified or Joint Command, and other government agencies may submit one nomination for each category.	<ul style="list-style-type: none"><li>● 1 July through 30 June</li><li>● Submit nominations to:  HQ USAF/LGSP 1030 Air Force Pentagon Washington DC 20330-1030</li></ul>	HQ USAF/LGS Awards Board selects the winners.	<ul style="list-style-type: none"><li>● HQ USAF/LGSP arranges presentation of awards.</li><li>● All MAJCOMs and award winners will be notified of location and method of presentation.</li></ul>
Senior Supply Manager of the Year (MAJ or Lt Col, working at base level)					
Junior Supply Manager of the Year (Lt or Capt, working at base level)					
Supply Superintendent of the Year (Master Sergeant thru Chief Master Sergeant)					
Staff Supply NCO of the Year (Any supply NCO.		<ul style="list-style-type: none"><li>● Assigned to a MAJCOM, FOA, Unified or Joint Command, and other government agencies.</li></ul>			
Senior Supply Technician of the Year (Technical or Staff Sergeant (Note 1) working at base level)					
Junior Supply Technician of the Year (Airman Basic thru SrA/Sergeant working at base level)					
Senior Supply Manager of the Year (Any GS /GM-12 thru GS or above working below staff level)					
Junior Supply Manager of the Year (Any GS-9 thru GS-11, WS-9 thru WS-13, WL-8 thru WL-14, WG-13 thru WG-15 working below staff level)					
The James A. Bowie Jr. Staff Senior Manager of the Year (Note 2) (Any GS-12, or GM-12 and above working at staff level.					
Staff Junior Manager of the Year (Any GS-11 and below) (Note 4)					
Supply Supervisor /Leader of the Year (Any GS-7 thru GS 12, WS-7 and WS-8, WL-6 and WL-7, WG-9 thru WG-12 working at base level)					
Supply Technician of the Year (Any GS-1 thru GS-6, WS-1 thru WS-6, WL-1 thru WL-5, WG-1 thru WG-8		<ul style="list-style-type: none"><li>● At base level.</li></ul>			

Table 6.2. Continued.

Award Categories	Who May Nominate?	Who is Eligible?	Period of Award and When to Submit	Selection Process	Presentation
Staff Fuels Officer of the Year (Note 1)	Submit all nominations under a single cover letter.	<ul style="list-style-type: none"> <li>Any fuels officer at a MAJCOM, FOA, Unified or Joint Command, or other government agencies.</li> </ul>	<ul style="list-style-type: none"> <li>1 July through 30 June</li> <li>Submit nominations to:  HQ USAF/LGSP 1030 Air Force Pentagon Washington DC 20330-1030</li> </ul>	HQ USAF/LGS Awards Board selects the winners.	<ul style="list-style-type: none"> <li>HQ USAF/LGSP will arrange for presentation of awards.</li> <li>All MAJCOMs and award winners will be notified of location and method of presentation.</li> </ul>
Fuels Officer of the Year		<ul style="list-style-type: none"> <li>Any officer serving at base level who is the base fuels (FP) responsible officer.</li> </ul>			
Staff Fuels NCO of the Year		<ul style="list-style-type: none"> <li>Any fuels NCO assigned to MAJCOM, FOA, Unified or Joint Command, or other government agencies.</li> </ul>			
Fuels Superintendent of the Year (Master Sergeant thru Chief Master Sergeant)		<ul style="list-style-type: none"> <li>Base Level</li> </ul>			
Senior Fuels Technician of the Year Technical thru Staff Sergeant		<ul style="list-style-type: none"> <li>Base Level</li> </ul>			
Junior Fuels Technician of the Year Airman Basic thru SrA/Sergeant		<ul style="list-style-type: none"> <li>Base Level</li> </ul>			
Fuels Civilian of the Year (Any GM, GS, WL, or WS filling a fuels specially at any level)					
Fuels Civilian, Wage Grade of the Year (Any WG civilian filling a fuels position at base level)					

**Note 1:** The individual nominated must be in the position of the category, i.e., Staff Fuels Officer must be in a fuels position and Staff Supply Officer cannot be in a fuels position.

**Note 2:** Any civilian assigned to MAJCOM, FOA, Unified or Joint command, or other government agencies in AFSC 21SX and civilian pay plan/series equivalent.

**Note 3:** The losing/gaining MAJCOM, FOA, Unified or Joint Command, or other government agency may nominate outstanding personnel who have transferred since expiration of the reporting period. However, only one unit may nominate an individual during a specific award period.

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## Chapter 7

### DIRECTORATE OF TRANSPORTATION (LGT) AWARDS

**7.1. Purpose.** These annual transportation awards recognize organizations and individuals that have contributed to the success of the Air Force, MTMC, and NDTA transportation mission. This chapter covers all HQ USAF/LGT Awards listed in Table 7.1.

**7.2. Nomination Procedures for Individual Awards.** Prepare each nomination package:

7.2.1. Use **AF Form 1206, *Nomination for Award***. One additional Sheet of bond paper may be used to supplement AF Form 1206. This sheet should be used only on one side. Cover these areas in bullet format:

- Outstanding performance.
- Significant accomplishments.
- Adaptability to unusual job assignments or difficult situations.
- Acceptance of responsibility.
- Self-improvement efforts.

7.2.2. Write a biographical sketch that includes:

- Name.
- Grade.
- Assignment.
- Organization.
- Location.
- AFSC duty and date awarded.
- Educational background, name and location of schools attended, degrees, and academic specialties.

7.2.3. Briefly describe community activities.

7.2.4. Photo requirements vary by award category. See right column of Tables 7.1 and 7.2 for specific requirements. Individual photos are only required after the award winners are announced. Commanders will ensure military personnel nominees meet weight standards.

- Engaged in daily work.
- In portrait style.

7.2.5. See tables 7.1 and 7.2.

**7.3. Nomination Procedures for Unit Awards.** Prepare each nomination package.

7.3.1. Use **AF Form 1206, *Nomination for Award*** (with bond paper for the second page), to justify the nomination. In bullet format, list facts (including self-help projects) that show the unit's outstanding performance.

7.3.2. Include the unit's mission statement.

7.3.3. Cover these areas in bullet format:

- Unit achievement.
- Complexity of mission.
- Significance of workload.
- Community activities.

7.3.4. Include a maximum of eight 3x4 inch photographs of unit activities to show unit accomplishments.

7.3.5. The NDTA Military Unit Award winners will be tasked to provide, a three-minute VHS format videotape showing the winning unit in action will be required. The videotape should arrive by 1 Aug. at: HQ USAF/LGTR, 1030 Air Force Pentagon., Washington DC, 20330-1030.

7.3.6. See tables 7.1 and 7.2.

**Table 7.1. Annual Unit and Individual Air Force Transportation Awards.**

Award Categories	Who is Eligible?	Period of Award and When to Submit	Nomination Package	Selection Process	Presentation	Photo Requirements
The Colonel Cynthia L. Benulis Air Force Transportation Field Grade Officer of the Year (Active Duty Major through Lieutenant Colonel)	Each MAJCOM, and other organizations with assigned Air Force transportation personnel may send one nomination for each category.	<ul style="list-style-type: none"> <li>● 1 January through 31 December.</li> <li>● Send nominations by 15 February along with <b>Air Force Form 1206</b>, <i>Nomination for Award</i> to:</li> </ul>	<ul style="list-style-type: none"> <li>● Send all nomination material in a separate loose-leaf presentation folder with eyelet fasteners.</li> </ul>	<ul style="list-style-type: none"> <li>● HQ USAF/LGT chairs an Awards Board to review nominations and select the winner of each award.</li> </ul>	<ul style="list-style-type: none"> <li>● Each winner receives an engraved wall plaque and certificate signed by CSAF.</li> </ul>	<ul style="list-style-type: none"> <li>● Winners will provide one 8 X 10 color portrait for annual worldwide transportation conference display.</li> </ul>
Air Reserve Component (ARC) Transportation Field Grade Officer of the Year (Major through Lieutenant Colonel)		HQ USAF/LGT 1030 Air Force Pentagon Washington DC 20330-1030	<ul style="list-style-type: none"> <li>● A brief letter of endorsement is optional.</li> </ul>	<ul style="list-style-type: none"> <li>● After approval, HQ USAF/LG notifies the MAJCOMs and other nominating organizations.</li> </ul>	<ul style="list-style-type: none"> <li>● Individual award winners receive recognition at the annual Air Force Worldwide Transportation Conference.</li> </ul>	
Air Force Active Duty Transportation Company Grade Officer of the Year (Lieutenant through Captain)						
Air Reserve Component Transportation Company Grade Officer of the Year (Lieutenant through Captain)						
Air Force Active Duty Transportation Senior Non-Commissioned Officer (NCO) of the Year (Master Sergeant through Chief Master Sergeant)						
Air Reserve Component Transportation Senior Non-Commissioned Officer (NCO) of the Year (Master Sergeant through Chief Master Sergeant)						
Air Force Active Duty Transportation Non-Commissioned (NCO) Officer of the Year (Sergeant through Technical Sergeant)						
Air Reserve Component Transportation Non-Commissioned (NCO) Officer of the Year (Sergeant through Technical Sergeant)						
Air Force Active Duty Transportation Airman of the Year (Airman Basic through Senior Airman)						
Air Reserve Component Transportation Airman of the Year (Airman Basic through Senior Airman)						
The George F. Ruestow Air Force Transportation Senior Civilian Employee of the Year (GS-11 through GS-15 or equivalent)						

Table 7.1. Continued.

Award Categories	Who is Eligible?	Period of Award and When to Submit	Nomination Package	Selection Process	Presentation	Photo Requirements
Air Force Transportation Civilian Employee of the Year (GS-01 thru GS-10, or equivalent)	<ul style="list-style-type: none"> <li>Each MAJCOM and other organizations with assigned Air Force transportation personnel may send one nomination for each category.</li> </ul>	<ul style="list-style-type: none"> <li>1 January through 31 December.</li> <li>Send nominations by 15 February along with <b>Air Force Form 1206, Nomination for Award</b> to:  HQ USAF/LGT 1030 Air Force Pentagon Washington DC 20330-1030</li> </ul>	<ul style="list-style-type: none"> <li>Send all nominations in a separate loose-leaf presentation folder with eyelet fasteners.</li> </ul>	<ul style="list-style-type: none"> <li>HQ USAF/LGT chairs an Awards Board to review nominations and select the winner of each award.</li> </ul>	<ul style="list-style-type: none"> <li>Each winner will receive an engraved wall plaque and certificate signed by CSAF.</li> </ul>	
Air Force Vehicle Maintenance Unit of the Year	<ul style="list-style-type: none"> <li>Any active-duty base-level unit performing vehicle management or operations for at least a wing- or base-level organization.</li> </ul>		<ul style="list-style-type: none"> <li>A brief letter of endorsement is optional.</li> </ul>	<ul style="list-style-type: none"> <li>After approval, HQ USAF/LG notifies MAJCOMs and other nominating organizations who notify the winners.</li> </ul>	<ul style="list-style-type: none"> <li>Individual and unit award winners receive recognition at the annual Air Force Worldwide Transportation Conference.</li> </ul>	<ul style="list-style-type: none"> <li>Maximum eight 3x4 inch photographs may be submitted for each unit nominated.</li> </ul>
Air Force Vehicle Operations Unit of the Year	<ul style="list-style-type: none"> <li>Any active-duty base-level unit performing vehicle management operations for at least a wing- or base-level organization.</li> </ul>					
Air Force Traffic Management Office of the Year.	<ul style="list-style-type: none"> <li>Any active-duty base-level unit performing traffic management functions for at least a wing- or base-level organization.</li> </ul>					
Air Force Transportation Combat Readiness Resources Unit of the Year.	<ul style="list-style-type: none"> <li>Any active-duty base-level unit supporting transportation planning and programming for at least wing- or base-level organization.</li> </ul>					
Air Force Terminal Unit of the Year	<ul style="list-style-type: none"> <li>Any active-duty air terminal or aerial port supporting fixed or mobile air terminals or aerial delivery.</li> </ul>					

Table 7.1. Continued.

Award Categories	Who is Eligible?	Period of Award and When to Submit	Nomination Package	Selection Process	Presentation	Photo Requirements
Air Force Special Transportation Activity of the Year	<ul style="list-style-type: none"> <li>Any active-duty transportation organization ineligible for any other transportation award.</li> </ul>	<ul style="list-style-type: none"> <li>1 January through 31 December</li> <li>Send nominations by 15 February along with Air Force Form 1206, <i>Nomination for Award</i> to:</li> </ul> <p>HQ USAF/LGT 1030 Air Force Pentagon, Washington DC 20330-1030</p>	<ul style="list-style-type: none"> <li>Submit all nominations in a separate loose-leaf presentation folder with eyelet fasteners.</li> <li>A brief letter of endorsement is optional.</li> </ul>	<ul style="list-style-type: none"> <li>HQ USAF/LGT chairs an Awards Board to review nominations and select the winner for each award.</li> <li>After approval, HQ USAF/LG notifies MAJCOMs and other nominating organizations who notify the winners.</li> </ul>	<ul style="list-style-type: none"> <li>Each winner will receive an engraved wall plaque and certificate signed by CSAF.</li> <li>Individual award winners and unit representative receive recognition at the annual Air Force Worldwide Transportation Conference.</li> </ul>	<ul style="list-style-type: none"> <li>Maximum eight 3x4 inch photographs may be submitted for each unit nominated.</li> </ul>
Air Reserve Component Aerial Port Unit of the Year	<ul style="list-style-type: none"> <li>Any ARC aerial port unit supporting fixed or mobile air terminals or aerial delivery for the DoD.</li> </ul>					
Air Reserve Component Base Transportation Activity of the Year	<ul style="list-style-type: none"> <li>Any ARC base transportation organization supporting at least a wing-or base-level organization in one of these areas: Vehicle Maintenance, Vehicle Operations and Management, Traffic Management, and Combat Readiness or Resources (See Notes 1 through 4)</li> </ul>					
Air Reserve Component Special Transportation Activity of the Year	<ul style="list-style-type: none"> <li>Any ARC transportation activity not eligible for any other award.</li> </ul>					

**NOTES:**

- (1) ARC units are not eligible for active duty unit awards.
- (2) ARC civilian employees are eligible for individual civilian awards if they meet applicable criteria. **EXCEPTION:** ANG uniformed technicians and Active Guard Reservists are eligible for ARC awards (if they meet the applicable criteria).
- (3) Nominees for individual awards must have held the rank appropriate to the award for at least six months of the award period.
- (4) Eligible nominees must hold AFSC 21TX for officers and 2TXXX for enlisted personnel.
- (5) Individual military award winners may wear the Air Force Recognition ribbon. Individual civilians award winners may wear the Air Force Recognition lapel pin.
- (6) Photos are only required of individual award winners. Color photos will be displayed by HQ USAF/LGT.

**Table 7.2. Annual MTMC and NDTA Transportation Awards.**

Award	Sponsor and Purpose	Who May Nominate?	Who is Eligible?	Period of Award and When to Submit	Selection Process	Notification	Presentation	Winner Photo Requirements
The MTMC Award for Excellence in Traffic Management (Individual)	The MTMC recognizes an individual whose performance exemplifies the image of working-level DoD traffic managers.	MAJCOMs or agency with assigned transportation personnel.	Active duty TMO civilians (GS-11 or below) or enlisted members.	<ul style="list-style-type: none"> <li>● 1 January through 31 December</li> <li>● Send nominations by 15 February to:  HQ USAF/LGT 1030 Air Force Pentagon Washington DC 20330-1030.</li> </ul>	The HQ USAF/LGT Awards Board selects the Air Force recipient.	The MAJCOM or other nominating agency as HQ USAF/LGT directs.	NDTA conference.	Winners will provide two each 5 x 7 inch color photos. See note (1).
The NDTA Military Unit Award (Active and Air Reserve)	The NDTA honors units that perform unusual and outstanding service in logistics and transportation.		An Air Force transportation or logistics unit (one active duty, one Reserve) that is: <ul style="list-style-type: none"> <li>● Conducting an operational transportation mission.</li> <li>● Is no smaller than a squadron;</li> <li>● Clearly exceeding normal standards of performance.</li> </ul>		The HQ USAF/LGT Awards Board selects the Air Force recipient.			
NDTA Outstanding Instructor of the Year Award	The NDTA recognizes outstanding full-time transportation instructor.		Full-time transportation instructor.		HQ USAF/LGT selects Air Force recipient.			

**Note 1:** For MTMC award, submit two each 5 X 7 inch photos to HQ USAF/LGTR when winner announcements are made. Two photos will show winner (1) engaged in daily work and (2) in portrait. A total of four photos, two poses each, are required.

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## Chapter 8

### LOGISTICS PLANS AND PROGRAMS AWARDS

**8.1. Purpose.** These annual awards recognize individuals and units that have made an outstanding contribution to Air Force logistics management and support.

**8.2. Nomination Criteria.** Prepare each nomination package:

8.2.1. Write a transmittal letter that includes the individual's:

- Message address.
- Mailing address.
- MAJCOM
- Unit
- Phone Number

**NOTE:** If member submitted for award is rotating to another organization/command, include the gaining unit's local and message address, and telephone numbers, if known.

8.2.2. Write a narrative that includes specific information that occurred during the award period. Narrative will be typed, no smaller than 10 pitch or larger than 12 pitch, and must be a New Times Roman type font not to exceed one page. Citation will be Unclassified, double spaced between major bullets (per attachment 7 sample for each award).

8.2.3. Write a one-page data sheet. See format at Attachment 8.

8.2.4. Write a citation which will accompany each award that is:

- Unclassified.
- Typed.
- Double-spaced, with 1-inch borders.
- Logistics Plans and Programs Individual Citations:  
**Open with:** - (Rank, Name) has been selected as the United States Air Force Outstanding Logistics Plans and Programs (Award Category) of the Year for 199X.  
**Close with:** - This certificate is presented in recognition of outstanding performance in Logistics Plans and Programs.
- Logistics Plans and Programs Unit Citations:  
**Open with:** - (Organization, installation and MAJCOM) has been selected as the United States Air Force Outstanding Logistics Plans and Programs Unit of the year for 199X.  
**Close with:** - This certificate is presented in recognition of outstanding performance in Logistics Plans and Programs.

8.2.5. Send one copy of the Transmittal letter, nomination write-up, citation, individual data sheet, and a floppy disk with the narrative, citation and data sheets for each MAJCOM submission.

8.2.6. Individuals cannot be nominated (to the Air Staff) for the same category of award in two consecutive years. However, they can be nominated in another category in consecutive years, i.e. An individual is promoted from TSgt, eligible for Technician of the Year Category, to MSgt. As a MSgt the individual is eligible for the Superintendent/Manager of the Year Award category. Individuals that hold the grade for six months or more can be submitted for the award category commensurate with the grade.

8.2.7. See table 8.1



**Table 8.1. Logistics Plans and Programs Awards.**

Award Categories	Purpose	Who is Eligible?	Period of Award and When to Submit	Nomination Package	Selection Process	Presentation
Command Senior Manager of the Year (All Officers and Civilians Grades GS/GM 10 and above)	To recognize outstanding performance within the command level organizations in logistics plans and programs	Each command level organization can submit one member in each category. This award applies to units above the Wing level. (Command level award.)	<ul style="list-style-type: none"><li>For the preceding year (1 January through 31 December) The award will reflect the current year.</li><li>Send nominations by 15 February to:</li></ul> HQ USAF/LGXX 1030 Air Force Pentagon Washington DC 20330-1030	Submit all nominations under a single cover letter, signed by the Director or Deputy Director of Logistics.	A selection board chaired by Director, Logistics Plans, Programs, and Integration will convene 1 March	HQ USAF/LGXX will arrange for presentation of the awards.  Award winners and MAJCOM POCs will be notified when location and method of presentation are determined.  <b>Funding:</b> MAJCOM/FOA HQ will fund for travel for award winners to the awards banquet.
Command Manager of the Year (All Enlisted personnel and Civilians GS 9 and Below)				Nominations will be limited to one 8½" X 11" page, single-spaced bullets, double spaced between major bullets, with one inch margins all around. See <b>Attachment 7</b> for sample on Individual and Unit Nominations		
Military Senior Manager of the Year (Major through Colonel)	To recognize outstanding individuals and units in logistics planning and programming.	Each Wing level organization can submit one nomination for each category. Individuals holding a 2G0X1, 21GX AFSC or individuals performing logistics plans functions per the job description in AFMAN 36-2108 are eligible for this award.		Individual Data Sheets will be prepared on each awardee to include the data outlined on <b>Attachment 8</b> .		
Military Manager of the Year (Lieutenant through Captain)				MAJCOM/FOA HQ OPR for the Awards program will forward a floppy disk in MS Word or ASCII Text plus one hard copy of each award submission.		
Superintendent/Manager of the Year (Master Sergeant through Chief Master Sergeant)						
Technician of the Year (Staff Sergeant through Technical Sergeant)						
Specialist of the Year (Airman through SrA or Sergeant)						
Civilian Senior Manager of the Year (Above GS-9)						
Civilian Manager of the Year (GS-9 and below)						
Unit of the Year						

**NOTE:** Nominees for individual awards must have held the rank appropriate to the award for at least six months of the award period.

GEORGE T. BABBITT, Lt General, USAF  
DCS/Logistics

**GLOSSARY OF ABBREVIATIONS AND ACRONYMS*****Abbreviations  
and Acronyms******Definitions***

AFA	Air Force Association
AFIA	Air Force Inspection Agency
AFMC	Air Force Material Command
AFRES	Air Force Reserve
AFSC	Air Force Specialty Code
AGS	Aircraft Generation Squadron
ANG	Air National Guard
API	American Petroleum Institute
ARC	Air Reserve Component
BFMO	Base Fuels Management Office
CAMS	Consolidated Aircraft Maintenance Squadron
CRS	Component Repair Squadron
CSAF	Chief of Staff of the Air Force
DLA	Defense Logistics Agency
DoD	Department of the Defense
DoE	Department of Energy
DRU	Direct Reporting Unit
DUSD(L)	Deputy Undersecretary of Defense (Logistics)
FMMS	Field Missile Maintenance Squadron
FOA	Field Operating Agency
HQ USAF/LGM	Headquarters, United States Air Force, Directorate of Maintenance
HQ USAF/LGS	Headquarters, United States Air Force, Directorate of Supply
HQ USAF/LGT	Headquarters, United States Air Force, Directorate of Transportation
HQ USAF/LGX	Headquarters, United States Air Force, Directorate of Concepts & Integration
ICBM	Intercontinental Ballistic Missile
MAJCOM	Major Command
MDS	Mission Design Series
MEA	Maintenance Effectiveness Award
MTMC	Military Traffic Management Command
NCO	Noncommissioned Officer
NDTA	National Defense Transportation Association
OMMS	Organizational Missile Maintenance Squadron
OSD	Office of the Secretary of Defense
SNCO	Senior Noncommissioned Officer

**GENERAL THOMAS P. GERRITY MEMORIAL AWARD FOR LOGISTICS MANAGEMENT  
(INDIVIDUAL AWARD)  
(SAMPLE PAGE)**

**1. An intro paragraph to include an individuals name rank and organization**

**2. Area of Involvement**

Individual Award Nomination Criteria

- \*List specific accomplishments that had an:

- Impact on Management Improvements
  - Sub-Bullet supporting major bullet (Single Space)
  - Sub-Sub-Bullet (Single Space)
  - Sub-Bullet (Single Space)

(Double Space)

- Impacted on reaching organizational objectives
  - Sub-Bullet support major bullet (Single Space)
  - Sub-Bullet support major bullet (Single Space)
  - Sub Sub Bullet (Single Space)

- \*\*List specific achievements that resulted in:

- Impact on Management Improvements

(Double Space)

- Impact on reaching organizational objectives

\* Discuss the leadership and management qualities displayed.

\*\* Cite special awards or citations for specific accomplishments in functional area at various command levels.

**PERSONAL DATA**

**1. NAME AND RANK:**

**2. ASSIGNED ORGANIZATION AND LOCATION:**

**3. DATE AND PLACE OF BIRTH:**

**5. EDUCATION:** (College, degrees, date completed, and sources)

**6. PROFESSIONAL MILITARY EDUCATION:** (Schools, dates, completed, type, for example., in-residence, seminar, correspondence, and so forth)

**7. SIGNIFICANT PREVIOUS ASSIGNMENTS:**

**8. PAPERS AND ARTICLES :**

**9. AWARDS AND DECORATIONS:**

**10. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS:**

**GENERAL THOMAS P. GERRITY LOGISTICS AWARD  
(UNIT)  
(SAMPLE PAGE)**

**Organization:**

Unit Award Nomination Criteria

- Describe the significance of the management effort in terms of the resources managed
  - Impact on Management Improvements
    - Sub-Bullet supporting major bullet (Single Space)
      - Sub Sub Bullet (Single Space)
    - Sub-Bullet Supporting major bullet (Single Space)  
(Double Space)
  - Describe the impact of the achievements on other aspects of the Air Force Mission
    - Impacted on organizational objectives
      - Sub Bullet supporting major bullet (Single Space)
      - Sub-Bullet supporting major bullet (Single Space)
        - Sub Sub Bullet (Single Space)  
(Double Space)
  - Nominee established policies that contributed to logistics management support
    - Impact on Management Improvements
      - Sub-Bullet supporting major bullet (Single Space)
      - Sub-Bullet supporting major bullet (Single Space)
        - Sub Sub Bullet (Single Space)  
(Double Space)
  - Policies/improvements that lead to financial savings

## **DUDLEY C. SHARP AWARD NOMINATION PACKAGE**

### **1. AN INTRO PARAGRAPH TO INCLUDE AN INDIVIDUALS NAME RANK AND ORGANIZATION**

### **2. AREA OF INVOLVEMENT:**

- What made the achievement a significant benefit to the Air Force?
  - First Bullet  
(Double Space)
  - Second Bullet (Single Space)
    - Sub-Bullet Related to Second Bullet  
(Double Space)
  - Third Bullet
- When and how did the nominee make the achievement?
- What made the achievement unique from similar tasks?
- What obstacles did the nominee overcome?
- How did the nominee implement the achievement ?

(Note: Single Space within major bullets and double space between major bullets.)

## **PERSONAL DATA**

### **1. NAME AND RANK:**

### **2. ASSIGNED ORGANIZATION AND LOCATION:**

### **3. DATE AND PLACE OF BIRTH:**

### **4. EDUCATION:** (College, degrees, date completed, and sources)

### **5. PROFESSIONAL MILITARY EDUCATION:** (Schools, dates, completed, type, for example., in-residence, seminar, correspondence, and so forth)

### **6. SIGNIFICANT PREVIOUS ASSIGNMENTS:**

### **7. PAPERS AND ARTICLES :**

### **8. AWARDS AND DECORATIONS:**

### **9. MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS:**

**AMERICAN PETROLEUM INSTITUTE TROPHY**  
Evaluation Guide Format

**MANAGEMENT**

1. Mission familiarity
2. Fuels annex of the war support plan
3. Site surveys of alternate reconstitution base, collocated operating base, and forward operating base
4. Emergency fuel support plan
5. Product, facility, and equipment levels
6. Use of staff, equipment, and facilities
7. BFMO relationships to other base agencies
8. Inspector General, audits, and staff visit reports
9. Hydrant use
10. Organizational tank program
11. Inspection and maintenance documents
12. Training program
13. Personnel knowledge and proficiency
14. Security program
15. Energy conservation program
16. Safety program
17. Product recovery, storage, and disposition
18. Pollution control and countermeasures plan
19. Operating instructions and locally developed checklists
20. People programs
21. Initiatives to improve mission support

## **FUELS OPERATIONS**

### **FUELS CONTROL CENTER**

1. Use of flying schedules
2. Service controls (locks, keys, and clipboards)
3. Status boards or automated displays
4. Emergency procedures
5. Radio and telephone equipment and communication procedures
6. AF Form 824, *Daily Fuels Request and Servicing Log*
7. Servicing response times
8. Controller proficiency

### **FUELS DISTRIBUTION**

1. Aircraft servicing equipment
2. Parking area and criteria
3. Checkpoint area and facility
4. Checkpoint team proficiency and efficiency
5. Corrosion control and markings
6. Preventing fuels commingling
7. Managing ground fuels issues
8. Flight line safety and servicing procedures
9. AFTO Form 39, *Fuel System Inspection and Discrepancy Record*
10. Facility schematics, markings, and operating procedures
11. Operator knowledge of hydrant systems and mobile equipment
12. Emergency power and generator operator proficiency

### **FUEL STORAGE AND MILITARY SERVICE STATION**

1. Storage tanks and system components
2. Calibration charts, schematics, markings, and valve numbers
3. Receipt, storage, and distribution procedures

4. AFTO Form 39, *Fuel System Inspection and Discrepancy Record*
5. Inventory equipment and procedures

### **CRYOGENICS**

1. Storage and production area criteria
2. Condition of storage tanks and components
3. Condition and availability of safety gear
4. Production, receipt, storage, distribution, and sampling procedures

### **QUALITY CONTROL AND INSPECTION**

1. Laboratory criteria and housekeeping
2. Sampling and testing requirements
3. Equipment condition
4. Danger tag control
5. Inspections and documentation

### **ACCOUNTING AND ADMINISTRATION**

1. Accounting procedures
2. Report preparation and timely submission
3. Available certified pipeline inventory
4. Maintaining, publications, technical orders, and files
5. Material control
6. Available specialized grid maps

### **BASE EVALUATION SUMMARY**

1. Management
2. Fuels operations
3. Quality control and inspection
4. Accounting and administration



**LOGISTICS PLANS AND PROGRAMS****SAMPLE INDIVIDUAL AWARDS NOMINATION**

Major Michael J. Smith, SSN 123-45-6789, 99th Fighter Wing, Air Combat Command (ACC), is nominated for the Outstanding USAF Military Logistics Plans and Programs Senior Manager of the Year Award.

**PERFORMANCE:**

Note 1. All bullets for this award will be performance based. Do not include other significant events on your nomination worksheets.)

Note 2. Performance may include accomplishments from both an individual's previous and present units if they:

- Were significant.
- Current during the award period.

Note 3. Individual can be submitted for an award category if they held the appropriate rank for a minimum of six months.

- First Major Bullet (List in bullet format all accomplishments performed during the award period.)
  - First Sub-Bullet (Single Space Sub Bullets)
  - Second Sub-Bullet

(Double Space)

- Second Major bullet
  - First Sub-Bullet (Single Space Sub-Bullets)

**LOGISTICS PLANS AND PROGRAMS****SAMPLE UNIT AWARD NOMINATION**

The 999th Airlift Wing, Air Mobility Command (AMC), is nominated for the Outstanding USAF Logistics Plans and Programs Unit of the Year Award.

**ACCOMPLISHMENTS:**

- First Major Bullet. (Unit accomplishments during the award period. (Single Space))
  - First Sub-Bullet (Single Space)
  - Second Sub-Bullet

(Double Space)

- Second Major Bullet. (Praise from inspectors.)

**OTHER MAJOR ACCOMPLISHMENTS:**

(Note: This category applies to the unit award category only.)

- Activities supporting the local community.
- Any activity showing the scope of the organization.

**LOGISTICS PLANS AND PROGRAMS  
INDIVIDUAL DATA SHEET**

- Individuals Full Name, First, Middle initial, Last name
- Unit of assignment: Current and Gaining Unit if PCSing before awards selection/presentation
  - Individuals Phone Number
  - Full Mailing Address
  - Message Address
  - Commanders Phone Number, Address, and Phone Number
  - First Sergeants Phone Number, Address, and Phone Number
  - Supervisors Phone Number, Address, and Phone Number